



BSO Tutorial for Tax Year 2003

W-2 Online

Contains the following lessons:

- [Create a Form W-2 Online](#)
- [Resume the Creation of Unsubmitted Form W-2s](#)
- [Download Submitted W-2s](#)

Lesson 1: Create Form W-2s Online

Follow the instructions below to create up to 20 Form W-2s online.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

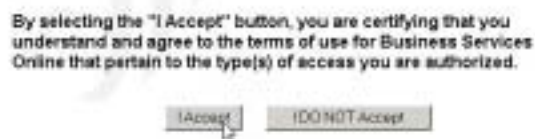


Step 2: Select the **Login** link on the Business Services Online Welcome page.



The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.



The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Enter Forms W-2 for Tax Year 2003** link.

▶ **Enter Forms W-2 for Tax Year 2003**
Create, print and submit your Forms W-2 and Form W-3 for Tax Year 2003.

The system displays the W-2 Online Information page.



NOTE

*If you have any existing unsubmitted reports, the system will display the Unsubmitted W-2 Online reports for Tax Year 2003 page. For TY 2003, you may have a maximum of five unsubmitted reports at one time. To start a new report, you must first submit an existing report. If there are four or less reports you may continue without submitting the existing reports by selecting the **Start a New Report** button. Refer to [Lesson 2: Resume Unsubmitted W-2s](#) for more information.*

[illegible]

Step 7: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.



The FOR WHOM ARE YOU FILING? radio buttons are not available for self-employed users.

Step 8: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2 Online Employer Data page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Home Page.)

Social Security Online Business Services Online

W-2 Online Employer Data for Tax Year 2003

Please fill in your information below:

Contact the Internal Revenue Service if you need assistance with providing the information requested on this form.

Fields marked with an asterisk (*) MUST be completed.

Employer's Information

Employer Identification Number (EIN) *: 99999999

Employer's Name *: ACME ASSOCIATES

Employer's Address

State/Abb.:

Street/P.O. Box: 123 MAIN STREET

City *: ANYTOWN

Please enter a U.S. Domestic Address OR a Foreign Address

Country *: United States

State Abbreviation (or U.S.) / Province *: ST

Zip / Postal Code *: 99999 Zip Ext. (optional): 9999

Other EIN used this year:

Kind of Payer *: ☐ 941 (Regular) ☐ 942 (Agriculture) (Note: Military payers cannot file using this system) ☐ CT-1 (Railroad) ☐ Int'l. emp. ☐ Medicare gov. emp. (For Government Employees Only)

Warning: Be sure to select the Kind of Payer. You will not be given an opportunity to change your selection later.

☐ Third-party sick pay

Establishment Number:

W3 Control Number:

Contact Person

Name *: JOHN G. PUBLIC

Email Address: jpaulic@acmeassociates.com

Telephone Number: (410) 555-0101 Ext:

Fax Number:

Options


Continue	Save your entries and begin creating W-2s
Cancel	Abandon your entries and return to the BSO home page.


Step 9: Enter your employer information.



All fields marked with an asterisk must be completed.

Step 10: Select the **Continue** button. The system displays the W-2 Online Form W-2 page.
(Otherwise, select the **Cancel** button to exit and return to the BSO Home Page.)





W-2 Online Form W-2 for Tax Year 2003

Contact the Internal Revenue Service if you need assistance with providing the information requested on this form.

Fields marked with an asterisk (*) MUST be completed.

a Control Number <input type="text"/>		For Official Use Only OMB No. 1545-0008	
b Employer identification number 99-999999		1 Wages, tips, other compensation \$ <input type="text"/>	2 Federal income tax withheld \$ <input type="text"/>
c Employer's name, address, and ZIP code: ACME ASSOCIATES 123 MAIN STREET ANYTOWN, ST 99999		3 Social security wages \$ <input type="text"/>	4 Social security tax withheld \$ <input type="text"/>
		5 Medicare wages and tips \$ <input type="text"/>	6 Medicare tax withheld \$ <input type="text"/>
		7 Social security tips \$ <input type="text"/>	8 Allocated tips \$ <input type="text"/>
d Employee's social security number * <input type="text"/>		9 Advance EIC payment \$ <input type="text"/>	10 Dependent care benefits \$ <input type="text"/>
e Employee's Name Information Employee's first name, middle initial, last name and suffix First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Suffix: <input type="text"/>		11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/> Net Section 457 distributions or contributions \$ <input type="text"/>	12a code <input type="text"/>
f Employee's Address Employee's address Suite/Room: <input type="text"/> Street/P.O. Box: <input type="text"/> City: <input type="text"/> US Address OR Foreign Address: Country: <input type="text"/> United States State / Province: <input type="text"/> Zip / Postal Code: <input type="text"/> Zip Ext (or S. Only): <input type="text"/>		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b code <input type="text"/>
		14 Other Description: <input type="text"/> Amount: \$ <input type="text"/>	12c code <input type="text"/>
		Description: <input type="text"/> Amount: \$ <input type="text"/>	12d code <input type="text"/>
15 Employee's state State ID number <input type="text"/>	16 State wages, tips, etc. \$ <input type="text"/>	17 State income tax \$ <input type="text"/>	18 Local wages, tips, etc. \$ <input type="text"/>
			19 Local income tax \$ <input type="text"/>
			20 Locality Name <input type="text"/>

Options

Save W2	Keep this W-2 and create another W-2.
Done	Keep this W-2 and review a list of W-2s you have entered.
Cancel	Abandon this W-2 and review a list of W-2s you have entered.

Step 11: Enter the W-2 data in the appropriate boxes.

Step 12: Select **New W-2** to save this W-2 information and create another W-2. Select the **Done** button to save this W-2 information and proceed to the W-2 Online Data Review page. Select the **Cancel** button to delete entries made to this W-2.



You can enter a maximum of 20 W-2s. When entering your 20th W-2, the system will no longer display the New W-2 button.

Step 13: After you select New W-2 or Done, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select **Done** or **New W-2** to proceed to the W-2 Online Data Review page.

A review of this W-2 has generated the following alerts.

Please review the data associated with the alerts and make any corrections necessary.

Name and SSN Mismatch Alert :
The Name and SSN you provided does not match our records. Please verify that the name and SSN exactly match the name and SSN on the employee's Social Security card. If you are sure the SSN and Name are correct, check the box below. Select a button at the bottom of this page to continue.

☐ Check this box if the SSN and Employee name data provided is correct according to the Employee's Social Security Card and your payroll records.

Social Security Tax Rate Alert:
The Social Security tax rate for 2003 is 6.2%. The Social Security tax withheld (Box 4) on \$ 4,500.00 (Box 3 + Box 7) should be \$ 279.00. If you are sure the Social Security wages (Box 3), tips (Box 7) and tax withheld (Box 4) amounts are correct, check the box below then select a button at the bottom of this page to continue processing this W-2.

☐ Check this box if the Social Security wages, tips, and tax withheld data provided is correct.

Medicare Tax Rate Alert:
The Medicare tax rate for 2003 is 1.45%. The Medicare tax withheld (Box 6) on \$ 30,000.00 (Box 5) should be \$ 435.00. If you are sure the Medicare wages and tips (Box 5) and Medicare tax withheld (Box 6) amounts are correct, check the box below then select a button at the bottom of this page to continue processing this W-2.

☐ Check this box if the Medicare wages and tips, and Medicare tax withheld data provided is correct.


Social Security Online
Business Services Online

 W-2 Online - Help

W-2 Online Data Review for Tax Year 2003

This wage report is being prepared for:

ENR 99-9999999

ACME ASSOCIATES
 123 MAIN STREET
 ANYTOWN, ST 99999

#	SSN	Name	Options
1.	123-45-6789	JOHN Q. PUBLIC	View / Edit #1 Delete #1

Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Data Review page.
Save & Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/23/2004. <i>Note: This is not an extension of your filing deadline.</i>
Quit without Saving	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will NOT be saved!

Step 14: Select the **View/Edit** button next to the appropriate record to view or edit the W-2 data. If you want to delete the W-2 data, select the **Delete** button next to the appropriate record.

Step 15: Select one of the following options: **New W-2**, **Edit Employer Info**, **Go to W-3**, **Save & Quit**, or **Quit without Saving**.



The Save & Quit option will not be available if you logged in with your PIN and SSN.

Step 16: Select the **Go to W-3** button to submit your wage data. The system will display your W-2 Online Form W-3 for your review.

Social SecurityOnline
Business Services Online

W-2 Online Form W-3 For Tax Year 2003

1 Contact Number:		For Official Use Only (SSA Use: 9999-0000)	
2 Kind of payer 941 - Regular		3 Wages, tips, other compensation \$345.00	4 Federal income tax withheld \$0.00
		5 Social security wages \$0.00	6 Social security tax withheld \$0.00
7 Total number of Forms W-2 1	8 Establishment number	9 Medicare wages and tips \$0.00	10 Medicare tax withheld \$0.00
11 Employee identification number 00-9999999		12 Social security tax \$0.00	13 Alternative tax \$0.00
Employer name, address, and ZIP code ACME ASSOCIATES 123 MAIN STREET ANYTOWN, ST 99999		14 Advance EIC payment \$0.00	15 Insurance cost benefit \$0.00
		16 Nonqualified plan \$0.00	17 Subsequent Compensation \$0.00
		18 For biweekly risk pool use only	
		19 Income benefit for pool of biweekly risk pool \$ 0	
20 Other EIC used this year			
21 State: Employer's state ID number 1	22 Date wages, tips, etc. \$ 0	23 Date income tax \$ 0	
	24 Unemployment, Fed. etc. \$ 0	25 Local income tax \$ 0	
Printed name JOHN O. PUBLIC	Telephone number 4000000000		
E-mail Address john@acmeassociates.com	Fax Number		

Options

Under penalty of perjury, I declare that I have assembled this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By Pressing the "Submit Wage Report" button below I affirm that the above statement is true and wish to submit my wage report to Social Security Administration now.

Submit Wage Report	<p>Submit this Tax Year 2003 wage report to the Social Security Administration.</p> <p>Note: Your W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Form 941-3. (If not, feature is provided for W-2 Online. Download this button with your prior data to be submitted.)</p>
Print Wage Report	<p>Print your unsubmitted Tax Year 2003 wage report.</p> <p>Note: Clicking this button will not submit your wage report to the Social Security Administration.</p>
Return to W-2 Data Review Page	<p>Return to the W-2 Data Review Page to review and edit your wage report.</p>

Step 17: Select one of the following options:

Submit Wage Report button to submit your wage information. Go to [Step 18](#) for more information.

Print Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to [Step 22](#) for more information.

Return to W-2 Data Review Page button to edit your data. Go to [Step 27](#) for more information.

Step 18: Select the **Submit Wage Report** button on the W-2 Online Form W-3 page. The system displays the W-2 Online Receipt Acknowledgement page.

The screenshot shows the 'W-2 Online Receipt Acknowledgment for Tax Year 2003' page. At the top, there is a header with the Social Security Online logo and the text 'Business Services Online'. Below this is a navigation bar with a 'W-2 Online - Help' button. The main content area has a title 'W-2 Online Receipt Acknowledgment for Tax Year 2003' and a timestamp 'Date: 24-Sep-03 Time: 09:29 AM Eastern Time'. The text states: 'Your annual wage report has been submitted to the Social Security Administration. DO NOT SEND US PAPER FORMS.' Below this, it says 'This annual wage report was submitted for:' followed by 'Employer Name: ACME ASSOCIATES' and 'EIN: 999999999'. Then, it provides the 'Your Wage File Identifier (WFID) is JNY883.' and explains that the WFID is a number assigned to the submission for tracking purposes. It instructs users to check the status of their submission by selecting 'View Submission Status / Errors / Notice Information' on the BSO Home Page. An 'IMPORTANT!' section follows, advising users to save or print the acknowledgment and to right-click on the file link to download the W-2 / W-3 file. It also mentions the need for Adobe Acrobat Reader version 5.0. A note states that the file can be opened from its current location without downloading. A final note says employers are required to keep copies of Forms W-3 and W-2 for four years, and the file will be available through 10/24/2003. At the bottom, there is a link 'JNY883.pdf' and a 'Continue' button.

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Receipt Acknowledgment for Tax Year 2003

Date: 24-Sep-03 Time: 09:29 AM Eastern Time

Your annual wage report has been submitted to the Social Security Administration.
DO NOT SEND US PAPER FORMS.

This annual wage report was submitted for:
Employer Name: **ACME ASSOCIATES**
EIN: **999999999**

Your Wage File Identifier (WFID) is **JNY883**.
The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting [View Submission Status / Errors / Notice Information](#) on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-3 and W-2 for four years. This file will continue to be available through **10/24/2003** by selecting 'Download Submitted W-2's' from the BSO Home Page. After this date, it will be discarded.

[JNY883.pdf](#)

Continue

Step 19: Right-click the file link to save the wage file.

Step 20: Select **Save Target As** option from the browser menu to save the file. (Otherwise, select the **Continue** button.)

Your Wage File Identifier (WFID) is JNY883.

The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select **Save As** to download your W-2 / W-3 file. Depending on your configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-3 and W-2 for four years. *This file will continue to be available through **10/24/2003** by selecting 'Download Submitted W-2's' from the BSO Home Page. After this date, it will be discarded.*



Your wage file will be available for you until the date displayed on your Receipt Acknowledgement.

Step 21: Select the **Continue** button. The system displays the W-2 Online Thank You page.



Step 22: Select the **Print Wage Report** button on the W-2 Online Form W-3 page to print the wage report. The system displays the W-2 Online Report Print page.


[W-2 Online](#) [Help](#)

W-2 Online Report Print

Your annual wage report has NOT been submitted to the Social Security Administration.

You can view, print or save your Form W-3 and Forms W-2 using Adobe Acrobat Reader (version 5.0 is recommended).
 If the above software is already installed on your computer, select the [Print Preview](#) link below to open it with Acrobat Reader.

[Print Preview](#)

If the above software is not already installed on your computer:

1. Right-click on the [Print Preview](#) link (or tab) to it and press Shift + F10.
2. Select **Save As** to save your Form W-3 and Form W-2 information on your computer.

Depending on your configuration, this download could take 5 minutes or longer.
 After you have saved your file, [follow this link](#) to download Acrobat Reader from Adobe's free download page.

Options	
Under penalty of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Wage Report" button below I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.	
Submit Wage Report	<p>Submit this wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p>Note: You will be given an opportunity to download a data file needed to enter your Forms 941 and Forms 943.</p>
Return to W-3	<p>View your Form W-3 totals.</p> <p>From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review Page.</p>
Return to W-2 Data Review Page	<p>Return to the W-2 Online Data Review page to review and/or edit your wage report.</p>
Save & Exit	<p>Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/31/2003.</p> <p>Note: This is not an extension of the filing deadline.</p>
Exit without Saving	<p>Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-3 will NOT be saved!</p>



*If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting **follow this link** near the top of the page.*

Step 23: Select the **Print Preview** link. The system displays the Forms W-2.

Step 24: Select **File>Print** from the menu bar or select the **Print** icon from the tool bar.

The screenshot shows the W-2 Online application interface. The 'File' menu is open, and the 'Print' option is highlighted. The application displays two W-2 forms for the year 2003. The first form is for John G. Public, and the second is for Jane Doe. Both forms show various tax-related fields and amounts.

2003		2003	
W-2		W-2	
1. Employer's name, address, and ZIP code	2. Employer's federal tax ID number	3. Wages, salaries, tips, etc.	4. Tips
5. Social Security number	6. Medicare number	7. Social Security tax withheld	8. Medicare tax withheld
9. State income tax withheld	10. State income tax	11. State income tax	12. State income tax
13. State income tax	14. State income tax	15. State income tax	16. State income tax
17. State income tax	18. State income tax	19. State income tax	20. State income tax
21. State income tax	22. State income tax	23. State income tax	24. State income tax
25. State income tax	26. State income tax	27. State income tax	28. State income tax
29. State income tax	30. State income tax	31. State income tax	32. State income tax
33. State income tax	34. State income tax	35. State income tax	36. State income tax
37. State income tax	38. State income tax	39. State income tax	40. State income tax
41. State income tax	42. State income tax	43. State income tax	44. State income tax
45. State income tax	46. State income tax	47. State income tax	48. State income tax
49. State income tax	50. State income tax	51. State income tax	52. State income tax
53. State income tax	54. State income tax	55. State income tax	56. State income tax
57. State income tax	58. State income tax	59. State income tax	60. State income tax
61. State income tax	62. State income tax	63. State income tax	64. State income tax
65. State income tax	66. State income tax	67. State income tax	68. State income tax
69. State income tax	70. State income tax	71. State income tax	72. State income tax
73. State income tax	74. State income tax	75. State income tax	76. State income tax
77. State income tax	78. State income tax	79. State income tax	80. State income tax
81. State income tax	82. State income tax	83. State income tax	84. State income tax
85. State income tax	86. State income tax	87. State income tax	88. State income tax
89. State income tax	90. State income tax	91. State income tax	92. State income tax
93. State income tax	94. State income tax	95. State income tax	96. State income tax
97. State income tax	98. State income tax	99. State income tax	100. State income tax

Step 25: Select **File>Close** on the menu bar after printing to close the window.

The screenshot shows the W-2 Online application interface. The 'File' menu is open, and the 'Close' option is highlighted. The application displays two W-2 forms for the year 2003. The first form is for John G. Public, and the second is for Jane Doe. Both forms show various tax-related fields and amounts.

2003		2003	
W-2		W-2	
1. Employer's name, address, and ZIP code	2. Employer's federal tax ID number	3. Wages, salaries, tips, etc.	4. Tips
5. Social Security number	6. Medicare number	7. Social Security tax withheld	8. Medicare tax withheld
9. State income tax withheld	10. State income tax	11. State income tax	12. State income tax
13. State income tax	14. State income tax	15. State income tax	16. State income tax
17. State income tax	18. State income tax	19. State income tax	20. State income tax
21. State income tax	22. State income tax	23. State income tax	24. State income tax
25. State income tax	26. State income tax	27. State income tax	28. State income tax
29. State income tax	30. State income tax	31. State income tax	32. State income tax
33. State income tax	34. State income tax	35. State income tax	36. State income tax
37. State income tax	38. State income tax	39. State income tax	40. State income tax
41. State income tax	42. State income tax	43. State income tax	44. State income tax
45. State income tax	46. State income tax	47. State income tax	48. State income tax
49. State income tax	50. State income tax	51. State income tax	52. State income tax
53. State income tax	54. State income tax	55. State income tax	56. State income tax
57. State income tax	58. State income tax	59. State income tax	60. State income tax
61. State income tax	62. State income tax	63. State income tax	64. State income tax
65. State income tax	66. State income tax	67. State income tax	68. State income tax
69. State income tax	70. State income tax	71. State income tax	72. State income tax
73. State income tax	74. State income tax	75. State income tax	76. State income tax
77. State income tax	78. State income tax	79. State income tax	80. State income tax
81. State income tax	82. State income tax	83. State income tax	84. State income tax
85. State income tax	86. State income tax	87. State income tax	88. State income tax
89. State income tax	90. State income tax	91. State income tax	92. State income tax
93. State income tax	94. State income tax	95. State income tax	96. State income tax
97. State income tax	98. State income tax	99. State income tax	100. State income tax

The system returns you to the Print Preview page.

Step 26: The options on the Print Preview page will allow you to submit your wage file to SSA, return to the W-3 page, return to the W-2 Online Data Review page, save your data, or quit without saving your data.

Step 27: Select the **Return to W-2 Data Review Page** button on the W-2 Online Form W-3 page to edit your W-2 data. The system returns you to the W-2 Online Data Review page.

W-2 Online Data Review for Tax Year 2003

This wage report is being prepared for:

EIN 99-9999999

ACME ASSOCIATES
123 MAIN STREET
ANYTOWN, ST 99999

#	SSN	Name	Options
1.	123-45-6789	JOHN G. PUBLIC	View / Edit #1 Delete #1

Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-3 Data Review page.
Save & Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 1/23/2004. <i>Note: This is not an extension of your filing deadline.</i>
Quit without Saving	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will NOT be saved.

Lesson 2: Resume Unsubmitted W-2s

Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 90 days. All unsubmitted Form W-2s will be removed on December 31.



You may have up to five saved reports. If you have more than one saved report, you must re-enter W-2 Online after resuming work with each one.

NOTE

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.



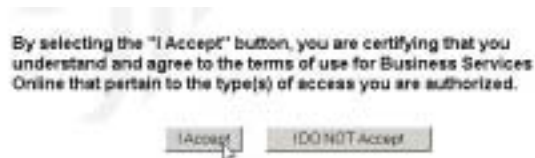
Step 2: Select the **Login** link on the Business Services Online Welcome page.



If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.



The system displays the Business Services Online Login page.

Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

[Help](#)

Business Services Online Login

Type your registration PIN and password, then select Login.

Personal Identification Number (PIN): **Password:**

If you have not received your password, [Forgot your Password?](#)

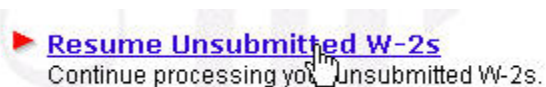
NOTE: A password is required after 30 days from the date you registered. If you have not received your temporary password within 21 days call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. You may also call this number if you have forgotten your PIN or Password. For TDD/TTY call 1-800-325-0778.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Resume Unsubmitted W-2s** link.



The system displays the Unsubmitted W-2 Online Reports page.



[W-2 Online - Help](#)

Unsubmitted W-2 Online Reports for Tax Year 2003

You have 1 saved report that you have not yet submitted.
To resume a previous report, select the "View/ Edit" button next to the report you wish to continue editing. To start a new submission press the "Start a new report" button below.

Note: Unsubmitted W-2 Online reports are deleted if you do not resume working on them after 90 days.

Unsubmitted Reports						Options	
#	Employer Name	EIN	Number of W2s	Save Date	Purge Date		
1.	ACME ASSOCIATES	999999999	0	09/24/2003	12/23/2003	View / Edit #1	Delete #1

Options	
Start a New Report	Start a new W-2 Online Wage Report.
BSO Home	Return to the BSO Home Page.

Step 7: Select the **View/Edit** button for the specific report to view or modify the report. The system displays the W-2 Online Data Review page. (To delete the report, select the **Delete** button for the specific report.)



*The **Start a New Report** button will not be displayed if you have the maximum number of unsubmitted reports (5).*


Social Security Online
Business Services Online


W-2 Online - Help

W-2 Online Data Review for Tax Year 2003

This wage report is being prepared for:

EIN: 99-9999999

ACME ASSOCIATES
 123 MAIN STREET
 ANYTOWN, ST 99999

#	SSN	Name	Options
1.	123-45-6789	JOHN Q. PUBLIC	View / Edit #1 Delete #1

Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Data Review page.
Save & Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/23/2004. <i>Note: This is not an extension of your filing deadline.</i>
Quit without Saving	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will NOT be saved!

Step 8: Select the **Go to W-3** button. The system displays your Form W-3. Use the options on this page to submit your wage report, print your wage report, or return to your unsubmitted Form W-2s.

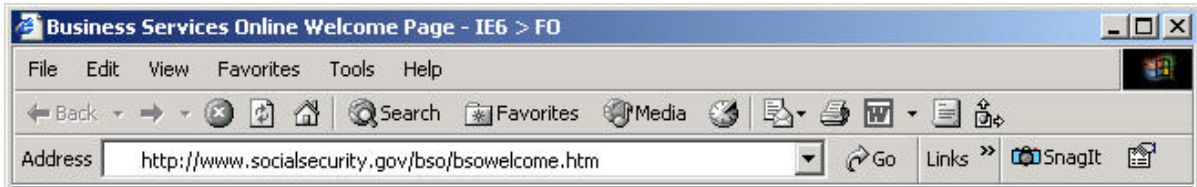
Lesson 3: Download Submitted Form W-2s

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.



Adobe files are available for 30 days or until December 31.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bso/bsowelcome.htm.

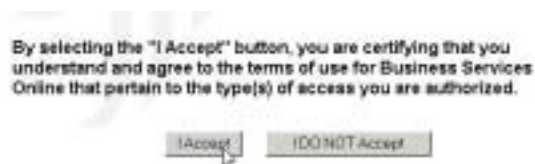


Step 2: Select the **Login** link on the BSO Welcome page.



The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

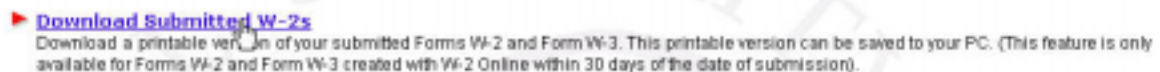


The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Download Submitted W-2s** link.



[Download Submitted W-2s](#)
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

The system displays the W-2 Online Download page with previously submitted Wage Statements.

Step 7: Right-click the **WFID** link you wish to download.



Social Security Online Business Services Online

W-2 Online Download for Tax Year 2003

Right-click on the WFID (or tab to it and press Shift + F10) and select Save As to download your W-2 / W-3 file. Depending on your configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

When you are finished you may [Return to the BSO Home Page](#).

WFID	Date Submitted
JNY883	09/24/2003
JNY784	09/11/2003

Step 8: Select the **Save Target As** option from the browser menu to download the file onto your computer.



Social Security Online Business Services Online

W-2 Online Download for Tax Year 2003

Right-click on the WFID (or tab to it and press Shift + F10) and select Save As to download your W-2 / W-3 file. Depending on your configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

When you are finished you may [Return to the BSO Home Page](#).

WFID	Date Submitted
JNY883	09/24/2003
JNY784	09/11/2003

Context menu options for JNY784:

- Open
- Open in New Window
- Save Target As...**
- Print Target
- Close

Step 9: Select the **Return to the BSO Home Page** link to return to the BSO Home Page.